

TEXT OF PROPOSED REGULATORY ACTION
Amendment to Regulation 1054
Regulation 1054. Requirements for Course Budget.

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Course coordinators presenting, or planning to present, a POST-certified tuition-based course are to use the following tuition and budget requirements and limits when submitting the Course Administration Information and Course Budget via the EDI System. Budgets are not required if the certification request is for a conference. Allowable per presentation costs for establishing tuition and course budgets are as follows:

- (a) **Instructional Costs.** Up to \$35 per hour, except as noted below, for each hour of instruction, per instructor, may be claimed. Fringe benefits and instructor preparation shall be included in this amount. Up to \$90 per instructional hour may be approved in instances of special need for particular expertise, based upon written justification from the presenter. On those limited occasions where it may be necessary to obtain special expertise to provide training, the maximum of \$90 per instructional hour may be exceeded upon prior approval of the Executive Director. Charges for instructors can not be claimed if they are providing instruction while on duty for their agency.

[(b) through (i)...continued]

- (j) **Indirect Costs.** ~~Indirect costs are allowable for expenses not assignable as direct costs.~~ Indirect costs may not exceed 20% ~~of the total direct costs of specified budgeted items.~~ Indirect costs may be claimed only for expenses related to instructor salaries, instructor travel, coordinator salaries, coordinator travel and clerical salaries.

[(k)...continued]

(l) Subventions.

Course presenters shall include in the Course Budget (~~POST Form 2-106, rev 7/93~~) any outside subventions that support presentation of the proposed course.